



REFEREE

INTRODUCTION

The Referee's responsibilities are many and varied, but they are best summarized in one statement:

The Referee of the meet shall be the final authority for the conduct of competition.

The Referee's principal function is to ensure that the meet is properly conducted, the rules are properly enforced, and, to the maximum extent possible, that the swimmers have uniformly fair competitive conditions. To do this, the Referee, above all, must **know and understand** the rules! The Referee must have copies of the applicable rulebooks available at the meet.

The best way to stay out of trouble is to stick to the rules. A Referee who deviates from them, no matter how well intentioned, invites protests and challenges to his/her decisions.

Since the Referee is ultimately responsible for everything that goes on at a meet, the Referee should feel free to reassign officials if they do not perform their duties properly. With that responsibility, however, comes another and equally important one, try to avoid overruling another official, unless absolutely certain that the official's judgment on the ruling is incorrect. As indicated above, the Referee is the supreme arbiter of all problems or protests that involve judgmental matters concerning a swimmer's compliance with the technical rules governing a competitor's performance. Consequently, it is essential that such decisions be right and impartial. In this regard, there is no substitute for common sense.

Most people demonstrate common sense when it comes to business or family matters. Yet, they often fail to exercise it in the conduct of a sport.

Sometimes, their knowledge is inadequate. Sometimes, they are emotionally involved.

For knowledge, the Referee must be familiar with the current *NVSL Handbook* as well as the *USA Swimming Rules and Regulations* and their interpretation. He/she must have a copy of the current books, study them, attend clinics regularly, consult those with more experience/knowledge and learn all the nuances that prompted recent changes or modifications in the rules.

Officials who can't control their emotions when their children are affected or when their team is in a close competition should be calmly advised to proceed to the cheering section. Officials should never display, or act on, their emotions while officiating. Some officials, usually timers, will ask to switch lanes or areas to avoid the possibility of being charged with showing preference to their favorites. Don't allow this. In effect, that's a tacit admission that the person's judgment could be prejudiced or influenced. Officials shouldn't be on deck in the first place if they are not considered impartial/honest.

Finally, in rendering an official decision, the Referee should do it quickly, decisively, and with the confident knowledge that the decision is completely fair to the individual involved as well as to the other contestants. The binding principle in rendering judgments is:

The benefit of any doubt in your mind must go to the swimmer!

Adopt a helpful rather than a punitive attitude toward rules enforcement. Officials are not on the deck to see how many competitors they can disqualify. They are there to ensure that the competition is conducted in a completely fair and equitable competitive environment.

DUTIES AND AUTHORITY

The Referee has full authority over all officials and shall assign and instruct them. The Referee must enforce all applicable rules and shall decide all questions relating to the actual conduct of the meet, the final settlement of which is not otherwise assigned by the rules.

The Referee will brief and position Marshals at appropriate points on the deck prior to warm ups and ensure they are used throughout the meet to help maintain order and ensure safety.

The Referee can overrule any meet official on rule interpretation or on a judgment decision pertaining to an action they have personally observed. The Referee has the authority to disqualify swimmers for any violations of the rules that are personally observed and must, at the same time, raise one hand overhead with open palm. There shall be no violation if such a signal is not made.

The Referee makes the decision on any point where the opinions of the judges differ, and shall have authority to intercede in a competition at any stage, to ensure that the racing conditions are observed.

The Referee must signal the Starter that all officials are in position, that the course is clear, and that the competition can begin, before each race.

For NVSL records, a performance shall be timed with at least three watches. No intermediate times, split times, or any relay leg times are acceptable for NVSL records. Record times are acceptable only for the age group in which the event was actually swum, except that a swimmer who is “swimming up” in an older age group is eligible to set a record

for his/her own age group but NOT for the older age group.

The Referee may prohibit the use of any bell, siren, horn or other artificial noisemaker during the meet.

The Referee may modify the starting rules to adapt them for swimmers with physical disabilities (see USAS Rule 105). It is the swimmer or their representative’s responsibility to notify the Referee of the disability *before* the competition.

When electronic timing equipment is used (All Star meets only) and an apparent malfunction occurs, the Referee will conduct an immediate investigation to determine whether the swimmer finished in accordance with the rules and/or if there was an actual equipment malfunction.

No swimmer should ever be required to reswim a race due to equipment failure that results in unrecorded or inaccurate time or place results. But the swimmer may be offered an opportunity to reswim. When used, electronic timing equipment shall be backed up by a secondary timing system (manual, digital watches).

DISQUALIFICATIONS

General

1. Only the official within whose jurisdiction an infraction has been committed can call a disqualification. For example, a Stroke and Turn Judge may not call a relay take-off violation unless specifically assigned that additional duty.
2. The Referee must provide the disqualified swimmer’s Team Representative with a copy of the disqualification slip.
3. The Referee may consider any swimmer who acts in an unsportsmanlike or unsafe manner within the swimming venue for appropriate action or penalty.
4. A swimmer in the NVSL shall *not* compete in a cap that includes the name or insignia of any team other than his/her NVSL team. If it is

not caught prior to the swimmer competing there is no penalty assigned. Note: the swimmer may wear two swim caps.

5. The swimmer must wear only one swimsuit in one or two piece. All swimsuits shall be made from textile materials. For men, the swimsuit shall not extend above the navel, nor below the knees, and for women shall not cover the neck, extend past the shoulder, nor extend below the knees.
6. A swimmer must start and finish the race in the same lane.
7. Standing on the bottom during a freestyle race shall not disqualify a swimmer, but the swimmer must not leave the pool, or walk, or spring from the bottom. (NOTE: Standing on the bottom is permitted **only** in freestyle, not in any other stroke!)
8. Obstructing another swimmer by swimming across, or otherwise interfering shall disqualify the offender, subject to the Referee's discretion.
9. Any swimmer not entered in a race that enters the pool or course in the area in which the race is being conducted before all swimmers therein have completed the race shall be barred from the next individual event in which the swimmer is entered on that day.
10. Dipping goggles in the water or splashing water on the competitor's face or body prior to the next event shall **not** be considered as entering the pool unless the Referee finds that such action is interfering with the competition.
11. Should a foul endanger the chance of success for a swimmer, the Referee may order the event reswum. In case of collusion to foul another swimmer, the Referee may, at his/her discretion, disqualify the swimmer for whose aid the foul was committed, as well as the swimmer doing the fouling.
12. Actions such as allowing backstroke swimmers to secure a handhold on the legs of

other persons (only below the knees) for starting or placing towels on pool edges where necessary for starting shall be permitted and not construed as coaching or assistance. (Note: towels must be removed from the pool edge before the swimmer returns to the starting end.)

13. No swimmer may wear or use any device or substance to improve speed or buoyancy during a race. Swimmers may wear goggles and apply rubdown oil if the Referee does not consider the oil excessive.
14. Swimmers may not grasp the lane lines to assist their forward motion.
15. The Starter shall report a swimmer to the Referee for delaying the start. The Referee may disqualify any swimmer who delays the start by entering the water or by willfully or deliberately disobeying the Starter's command to take a starting position or for any other misconduct taking place at the start. This disqualification is not a false start.
16. The Referee shall disqualify a swimmer who fails to appear at the starting platform ready to swim in time for the initial start of his/her event. No event will be delayed pending the late arrival of a competitor. Charge this disqualification to "delay of meet," not a false start.
17. The forward start (for freestyle, breast, and butterfly strokes) will be executed from the pool deck without the aid of devices that are intended to elevate any part of the swimmer's feet. A single, flat towel is allowed. Starting blocks may NOT be used.
18. Backstroke swimmers may secure a handhold on the legs of another person (only below the knees) to prepare for the start. The heels of the person providing such assistance shall not extend over the vertical plane of the end of the pool. The swimmer may **not** stand in or on the gutter before, during, or after the start, although the swimmer is permitted to curl their toes over the gutter's edge before or during

(but not after) the start provided the heels remain in contact with the water. Only one other person (not a head coach, timer or anyone officiating at the meet) may assist the person whose legs are grasped by the backstroker.

19. The Starter can charge a swimmer with a false start only if the Referee has observed the violation and confirms that it occurred. The Starter must indicate the swimmer or swimmers, if any, who are to be charged with a false start. (The Referee also has *unilateral* authority to call a false start and to direct a recall of swimmers; **however, this should only be considered when a truly blatant violation occurs.** In that case, the Referee should also take corrective action with the Starter to ensure there is no recurrence of the incident.)
20. **Any swimmer who is charged with committing or causing a false start before the race has started shall be disqualified and shall not be permitted to swim the event.** (NOTE: The Referee can recall and restart any race if, in his/her judgment, equitable conditions for all swimmers did not exist at the start. In that case, no false start is charged.)
21. **A swimmer will not be** disqualified for an illegal starting position at the start. The Starter is responsible for enforcing the correct starting position.
22. The time and/or place of any swimmer or relay team disqualified either during or following an event shall not be recorded in the results of that event. Any awards made prior to the decision to disqualify must be returned and made to the proper recipient(s). If points have been scored by those disqualified, the event shall be rescored. The time can only be used for time-in-water purposes.
23. The time and/or place officially recorded for a swimmer shall not be nullified for violations occurring subsequent to such a performance (e.g., unsportsmanlike conduct).

24. See also NVSL Rule 5, which pertains to substitutions and scratches. Note that ***all scratches and substitutions after the meet starts must be confirmed in writing.***

Relays

1. No swimmer shall swim more than one leg in any relay event.
2. A swimmer other than the first swimmer shall not start until his/her teammate has concluded his/her leg.
3. Any relay team member and his/her relay team shall be disqualified from a race if a team member other than the swimmer designated to swim that leg enters the pool in the area where the race is being conducted before **all** swimmers of *all* teams have finished the race.
4. Relay teams shall be disqualified for delays in leaving the water only when an exiting swimmer does not leave the water before another team member touches at the exiting swimmer's end of the pool.
5. The team of a swimmer whose feet have lost touch with the ground or deck before his/her preceding teammate touches the wall shall be disqualified. However, if the swimmer touches the feet or legs of the departing swimmer inadvertently, while they are still in contact with the deck, instead of touching the wall, the relay team is not disqualified. Remember the USAS rules were written with blocks in mind.
6. Relay swimmers **shall not run** when making a relay take-off. Other than the first swimmer, the departing swimmer may be in motion and taking a short step at the start. **(Use judgment in making this determination. Other than the first swimmer, a swimmer may be in motion, one or more steps within a space approximately equal to starting block is perfectly acceptable)**

7. Each team may enter only one official team in each relay event. Each team may also enter additional teams swimming in the same race and strokes, provided they are not adjacent to the opposing team's lane and do not interfere with the conduct of the meet. The performance of an unofficial relay team does not count in the scoring.
8. *In the medley relay or an individual medley event, the freestyle leg may be swum in any manner or style.*
9. **In the 8 and under Medley Relay the order of event is Backstroke, Breaststroke, Butterfly and Freestyle.**
10. It shall be the responsibility of swimmers in the Mixed Age Freestyle Relay to swim in the following order: 11-12 swimmer, 10 & under swimmer, 13-14 swimmer, 15-18 swimmer.
11. Except as cited in 10, above, NVSL relay team swimmers are **not** required to swim in the order in which they are listed on the entry list.
12. A single layered towel may be used at the start and it may hang over the edge of the pool, but must be pulled before the/a swimmer returns to the start end of the pool. Single layered towels may be used by subsequent relay swimmers but the towel must not extend over the edge of the pool.

SWIMMERS WITH A DISABILITY

The Referee may allow an in-water start and for certain modifications/interpretations of the rules, based on each swimmer's disability. It is the swimmer's responsibility (or appropriate representative) to provide information concerning necessary accommodations to the meet management, to contact the Referee on arrival, and to bring someone to assist, if needed. Referees should familiarize themselves with Article 105 in the USAS rulebook, "Guidelines for Officiating Swimmers with a Disability in USA Swimming Meets." It includes the following:

Starts:

1. **Deaf and Hearing-impaired:** A visual starting signal (i.e., a strobe light and/or Starter's arm signals) is adequate. The Referee may reassign lanes within the swimmer's heat so the swimmer may more readily see the strobe light or the Starter's arm signals.
2. **Blind and Visually Impaired:** The audible starting system is adequate; however, these swimmers will need assistance getting to the pool lip.
3. **Turns:** An assistant, i.e. a tapper, may tap the swimmer as notice of turns and the finish. Tapping is done with a pole that has a soft-tipped end. Sound devices shall **not** be used.
4. **Intellectual Disability:** The swimmer may have an assistant on the deck when necessary.
5. **Physically Impaired:** For amputee swimmers, the stroke and turn should be judged on the parts of the body that are being used that is performing the action. Judgments should be based on the actual rule, not the swimmer's technique.

No flotation devices are permitted.

An assistant may signal swimmers with a visual impairment in relays when to dive with a "go" command and a **light touch** (but NO push). Relay swimmers with physical disabilities who cannot exit the water immediately may be allowed to remain in the water until all relays have finished so long as they do not interfere with the other swimmers.

GUIDELINES FOR PLACING STROKE AND TURN JUDGES

As indicated earlier in this handout, the Referee is responsible for "assigning and instructing" all officials. Among the most significant is assigning areas of responsibility to Stroke and Turn Judges. The Referee must establish fair and equitable

conditions for the competition by the consistent placement of Stroke and Turn Judges. If these judges are able to walk only part of the length of the pool due to pool design, the judges on the other side should cover an equal amount. With the requirement that the head surface by the 15-meter mark in both butterfly and free, as well as in backstroke, Stroke and Turn Judges if assigned by the Referee should cover the sides of the pool as well as the turning end.

PROTESTS

If a protest involves an entry list irregularity and the team representatives involved are unable to agree that there is an irregularity, the swimmer shall be allowed to compete under protest. Until final action is determined, the results of any race conducted under protest, or of any protested race, shall not be announced, and no points or awards shall be assigned for that race unless the protest is resolved or officially withdrawn.

Protests involving turns, strokes and other swimming technical rules (USAS Technical Rules and League Rule 19):

1. Protests against judgment decisions of Starters, Stroke and Turn or Relay Take-off Judges can **only** be considered by the Referee of the meet. (The Referee normally should not overrule any such decision unless he/she has personally observed the alleged violation or unless the official making the disputed decision provides a rationale that is clearly incorrect under the current rules.)
2. Any protest of this type shall be lodged by the Team Representative with the Referee within 30 minutes after the last event of the meet has been swum. No protest or complaint lodged by any other person will be considered.
3. The Referee's decisions on protests of this type shall be final and binding on all parties involved.
4. The official Team Representative may consult with the Referee during a meet but not while an event is in progress. At all times during the

meet, the team representatives shall be readily available to the Referee.

Protests involving league rules (e.g., eligibility of any swimmer to compete), except Technical Rules (Rule 19):

1. When protests of this type arise during or after a meet, the parties concerned shall make every effort to resolve their differences. Failing this, the protest may be referred, in writing, to the League President within three days from the date of the meet. Upon receipt of such protest, the League President must appoint a protest committee made up of three league members other than him/herself and representing pools in divisions other than that in which the protest originated. The League President will designate one committee member as chairman. This committee has the authority to examine any and all meet records or other pertinent evidence, to conduct interviews, and to require that all parties to the protest submit written statements outlining the facts in the area. The protest committee must give the involved team representatives reasonable opportunities to submit written statements and responses to such statements. The team representatives may supplement these with written statements from meet officials and other witnesses.
2. The protest committee's decisions shall be final and binding on all parties concerned.
3. If it finds that a violation of the NVSL rules was willful and intentional, the protest committee may, subject to approval by the League's Board of Directors, declare a forfeiture or set a penalty in excess of that allowed by NVSL Rule 4 (pertaining to "Entry Lists"), subject to the approval of the Board.

The League's Board of Directors shall resolve any disputes arising out of an All Star meet if a protest is submitted, in writing, within 3 days.

No protest of any nature will be entertained later than three days after the day of the last league event of the season.

REFEREE CHECKLIST

I. *Referee's responsibility and authority:*

- ♦ Ensure meet is conducted in accordance with the rules.
- ♦ Ensure fair and equitable competitive conditions exist at all times for all swimmers.
- ♦ Exercise full authority to carry out responsibilities.
- ♦ Arbitrate disputes and protests.
- ♦ Maintain qualification in accordance with league's qualification procedures.

II. *Preparation:*

- ♦ Dress properly—look official—white over navy blue (no denim) is proper attire in the NVSL.
- ♦ Know the rules—study them and attend clinics— must be thoroughly aware of responsibilities of all officiating categories.
- ♦ Display confidence—officiating regularly builds confidence.
- ♦ Conduct of meet, either good or bad, will reflect on the Referee.

III. *Dominant principles—a Referee **must**:*

- ♦ Assume full control of the meet.
- ♦ Show fairness and impartiality to all competitors. Control emotions - disregard club affiliation.
- ♦ Call violations as seen—never guess or anticipate.
- ♦ Think “protection” of swimmers, not “penalty” of swimmers.
- ♦ Remember that rules are “standards of perfection” but that swimmers are human. Conformity, therefore, is relative, not absolute.
- ♦ Give swimmers the “benefit of the doubt.”
- ♦ Take responsibility seriously—remember that the swimmers worked hard to get where they are; therefore, officials have an obligation to do a good job.
- ♦ Exercise good judgment and common sense.
- ♦ Admit a mistake, if wrong.

IV. *Function prior to meet:*

- ♦ Obtain proper official's apparel, a rulebook and a whistle.
- ♦ Review current year's **NVSL Handbook** and **USA Swimming Rules and Regulations**.
- ♦ Discuss meet program with the Meet Manager - identify any potential problems. (NOTE: This is particularly applicable to divisionals and the All Star meets.) Ensure that proper officials will be available for meet (including Marshals).

V. *Upon arrival at meet:*

- ♦ Be at least an hour and a half early.
- ♦ Check with the Meet Manager—discuss program and any potential problems—review list of meet officials—advise Meet Manager when and where you would like officials assembled for briefings
- ♦ Inspect physical setup—observe the course, particularly start and finish areas - check lane lines—remove diving boards and ladders, where warranted - ensure the deck is clear of obstructions—ensure blocks are in skimmer holes in racing lanes—inspect swimmer and spectator areas—check height and distance of backstroke flags, deck and/or lane line markings for judging 15 meter surfacing.
- ♦ Coordinate with Announcer —discuss announcement procedures; Make sure Announcer knows whistle starting procedure—discourage too many announcements.
- ♦ Coordinate with the Head Clerk of Course and confirm the process to receive swimmers into the clerk of course area, that the Clerk of Course area is for swimmers only, the procedures to

be followed to get the swimmers to the starting area, and if any issues arise the Head Clerk of Course should report them to the Referee.

- ♦ Instruct marshals before warm-ups and personally observe conduct of warm-ups.
- ♦ Meet S&T officials - Assemble officials at least 30 minutes before meet starting time.
 1. Welcome officials—introduce key officials.
 2. Explain what you expect of officials (no smoking, no emotions, undivided attention to responsibilities, etc.)
 3. Ensure key officials properly instruct other officials—if not, Referee should do so.
 4. Discuss specific responsibilities and areas of jurisdiction of Starter, Stroke and Turn Judges, Take-off Judges.
 5. Instruct team representatives (when appropriate).
 6. Ensure final coordination with Announcer - have Announcer make any special announcements for swimmers and spectators.
- ♦ Get meet started on time - swimmers should not be kept waiting - timeliness creates a good initial meet atmosphere.

VI. *During meet:*

- ♦ Assume complete control.
- ♦ Signal swimmers with 4-5 short blasts of the whistle that they should remove extra articles of clothing, adjust their goggles, and put on their swim caps. These short blasts (chirps) are the signal to the announcer to announce the event and swimmers' names.
- ♦ A long whistle is then the signal for the swimmers to step up to the pool lip or into the water for backstroke. In backstroke only a second long whistle is the signal for the swimmers to place their feet.
- ♦ After that, you give the arm signal to your Starter that you are ready for the start; Starter is in charge of the actual start. Your signal should not be given until you see that the timers, judges and competitors are all ready for the next race.
- ♦ Watch start and entire race closely—Referee can call infractions and **must** confirm false starts. Check placement of Stroke and Turn Judges during backstroke.
- ♦ Referee position based on good judgment—often on side next to the Starter; position should also attempt to balance abilities of Stroke and Turn Judges.
- ♦ Watch officials and feel free to replace them if they are not doing their job—no smoking or eating on deck, although on hot days, drinking fluids is recommended—emotions must be controlled—no swapping of disqualifications—no coaching of swimmers—no fraternizing with swimmers and spectators—Stroke and Turn Judges should never warn swimmers about being “close” to disqualification, since close is perfectly legal.
- ♦ Check and initial disqualification (DQ) slips—slips should fully describe disqualification—one copy to scoring table; one copy to team rep of disqualified swimmer.
- ♦ Can interject into the competition at any time—can rerun an event if racing conditions not maintained. (NOTE: Make this decision **before** a race is finished and attempt to stop the race in progress.)
- ♦ Don't start the following heat until all questions are settled concerning the previous heat.
- ♦ Make sure equitable swimming conditions are maintained at all times.
- ♦ Control swimmers and spectators—don't allow them to crowd the pool.
- ♦ Control noise level on start—don't allow sirens, horns, etc.
- ♦ Allow only team representatives (NOT swimmers or coaches) to question decisions, but don't get involved in long arguments—make decision quickly; protest can be made if not satisfied.
- ♦ Avoid overruling an official if at all possible, but reconcile differences.
- ♦ Stick to the rules—and apply them uniformly—to do so avoids controversy.
- ♦ Some decisions based on visual judgment and, therefore, not subject to dispute unless personally observed by the Referee or if interpretation involved.

- ♦ Infraction signal—Referees, and Stroke and Turn Judges must immediately raise hand with open palm upon observing a violation. (NOTE: The hand does not have to stay up until the Referee sees it!) If the official does not raise his/her hand, the infraction should not be called unless personally observed by the Referee and the Referee raises their hand. Relay Take-Off judges mark the relay take-off slips for each take-off either with an “O” for a good exchange, or an “X” for an early take-off. After the last swimmer enters the water, the relay slips are collected and compared. Only if both judges for a position saw the same infraction does the referee call a disqualification. At relay Carnivals only, the Referee notifies the spectators by standing at the lane of the disqualified relay team and raising their hand (Optional).
- ♦ Interference by obstructing another swimmer is a discretionary call within the responsibility of the Referee.
- ♦ Entry by a swimmer into the pool before all swimmers have completed a race shall disqualify the swimmer from their next scheduled event that day. A relay swimmer who enters the pool under such conditions will disqualify his/her relay team.
- ♦ Protests:
 1. Against judgment decisions: considered only by the Referee.
 2. The Team Representative shall make any protest to the Referee within 30 minutes after recording of the race in which a violation may have taken place.
 3. If not part of the technical rules: file with League President within 3 days of meet.

VII. *After meet:*

- ♦ Remain 30 minutes to be sure no protest is being made.
- ♦ Critique the meet with the Meet Manager and team representatives.
- ♦ Ensure all disputes or questions are clearly resolved.
- ♦ Initial time cards or other appropriate documents for records, etc.
- ♦ Verify final score of the meet. Then sign a printed copy of the electronically prepared meet results for submission to the Division Coordinator.

REFEREE'S PRE-MEET CHECKLIST

PREPARATION

- ✓ Review rules, particularly any recent league or USA Swimming changes.
- ✓ Wear proper uniform to officiate.
- ✓ Don't forget your whistle!
- ✓ Bring a copy of current year's *NVSL Handbook* as well as *USAS Rules and Regulations*. You may also bring a copy of any checklist or summary notes from the various clinics, if you wish; they are helpful, especially when you are first getting started, but they are *only guidelines!* As a minimum, a Referee should have a copy of the rules books readily available throughout the meet.

UPON ARRIVAL AT THE MEET SITE

- ✓ Check in at the Officials' Table and with Meet Manager. At this point:
 - ☐ Check lists of officials to ensure all key positions are filled and, if not, initiate action to get them filled quickly. This includes Marshals.
 - ☐ Pick up own copy of meet sheet, a pencil and a small stack of DQ slips.
- ✓ Check the swimming facility:
 - ☐ Ladders, obstructions, lower diving board(s) removed.
 - ☐ Lane floats installed tightly and pool filled to highest level.
 - ☐ Blocks in racing lane skimmer holes.
 - ☐ Backstroke flags installed (15 ft from each end).
 - ☐ 15-meter surface and/or lane markings.
 - ☐ Team areas designated - fair to both teams?
 - ☐ PA system tested after set-up
 - ☐ Spectator area roped off; marshals appointed.
- ✓ Discuss with:
 - ☐ **Starter:** system for dual confirmation.
 - ☐ **Stroke and Turn Judges:**
 - ⇒ Areas of responsibility & rotation,
 - ⇒ Stroke and turn rules,
 - ⇒ Positioning for strokes.
 - ⇒ Disqualifications:
 - ▶ Spontaneous raising of hand,
 - ▶ What you expect on DQ slips
 - ☐ How protests will be handled
 - ☐ **Head Clerk of Course** to determine the location of Clerk of Course, the path each team will take to get to the Clerk of Course, and procedures to be followed.
 - ☐ **Marshals:** Warm-ups; general safety measures, spectator control
 - ☐ **Timers:**
 - ⇒ Over pool edge at finish,
 - ⇒ Backups (lanes w/o swimmers time anyway).
 - ☐ **Meet Manager:**
 - ⇒ Runner system,
 - ⇒ Anything to make meet smoother.
 - ☐ **Coaches:** No verbal abuse of swimmers; keep out of starting area.
 - ☐ **Team Reps:** Handling of DQs, where located during meet, etc.